**Aberdeen City Council CONFIDENTIAL APPENDIX 2**

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| **Interview Structure / Assessment Form** |

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| **Name of Applicant:**  | **Vacancy Ref:**  |
| **Date of Interview:**  | **Service:**  |
| **Interview Panel Members:**  |

* **Introduce Self and Panel**
* **Set the Scene - this should include an outline of how the interview will be conducted and an overview of service/team/vacancy.**
* **Questions should be structured and follow a logical sequence. Question(s) will depend on the level of post.**

|  |  |  |
| --- | --- | --- |
| **Assessment Areas** | **Response**  | **Comment** |
| **Questions** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **Question** | **Response** | **Comment** |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| **Supplementary Selection Methods****(Presentation / word processing etc)** |  |
| **Candidate’s Questions** |  |

* Inform candidate of when they are likely to learn of the outcome of interview.

Has validity of appropriate qualifications/diplomas and right to work in the UK been checked?  yes  no

**Overall assessment and comments:**

**Recommendation:** Reject/Appoint (Please delete as appropriate)